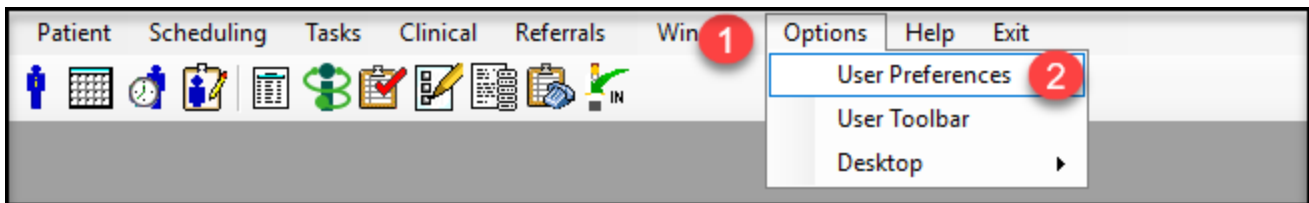## Setting User Preferences

Log in to Intergy Practice Management and go to the left side of the toolbar

1. Click on Options
2. Click on User Preferences

Select the Preference field to change the User Value

3. Click + to expand options
   OR
4. Type the name of the field to view/change Preferences

To select a new User Value for a Preference Field

5. Double-click the User Value field of the Preference field to change
6. Highlight the new preferred value
7. Click Ok
8. Save